CAPPS HR/Payroll — User Group Meeting Minutes
Tuesday, July 28, 2020
9–11 a.m.
(Webinar Only)

I. **Welcome (Andrea Smith)**
- This is a Webinar through Webex.
- User Group meeting materials are posted on FMX.

II. **Organizational Update (Andrea Smith)**
- Jeremiah Jarrell will be taking over as the Area Manager for the Support Operations Area. He will be overseeing all Production Support sections, including CAPPS Financials and HR/Payroll and the newly renamed Mainframe and Ancillary Systems Support team.
- Chelsa Vinklarek will be taking a new position as the CAPPS Product Manager. As product manager Chelsa will have an opportunity to focus on all code changes from deployment, production, security and reports development. She will be tracking short term release plans and long-term product roadmaps.

III. **Production Update: Financials Support Requests (SRs) (Andrea Smith)**
- **SR Summary and Trend Report**
  - The *CAPPS HR/Payroll Summary and Trend Report 07/28/20 document* was reviewed.
    - In June, there were 671 active SRs with 118 in high priority status. There were no critical SRs.
    - As shown on the Trend chart, there were 504 SRs opened and 562 closed in June. CAPPS has continued to receive Family First Coronavirus Response Act (FFCRA) inquiries regarding processing. Last month SRs were opened in relation to the User Acceptance Testing (UAT) ending and the agencies holiday configuration for July 3.
- **Governance Approved Enhancements**
  - The *CAPPS HR/Payroll Governance Approved SRs 07/28/20* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
  - SR 18489 is a Human Resources module made by TPWD to add a Badge Type, Radio Unit and Texas Crime Information Center/ National Crime Information Center (TCIC/NCIC) in CAPPS. This SR is now Completed.
- **Required Maintenance**
  - The *CAPPS HR/Payroll Required Maintenance 07/28/20* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
  - SR 21664 is a Payroll module to update the quarterly 941 processes to include the FFCRA Earning Codes. This SR is currently in Assigned status.
  - SR 21996 is a Time and Labor module to add the Time Needs Approval status link to the Reports tile. This SR is currently in Assigned status.
  - SR 22567 is a Payroll module to add the FFCRA hours to the FTE report. SR 21035 is also connected to this effort. This SR is currently in Assigned status.

IV. **Upcoming Vote: SRs Submitted to Governance (Andrea Smith)**
- The *CAPPS HR/Payroll SRs Submitted to Governance 07/28/2020* document was reviewed.

o SR 14546 is a Recruiting Module to add more source options for candidates. Specifically, to add sources to "How did you first hear about this job?" to track their financial efforts for job postings. Agencies were asked for input and we based our source options on those requests. CAPPS is recommending approval for this voting item.

V. Project Update: CAPPS FY20 HR Payroll Agency Deployment Project Dashboard (Karl Thomason)

- The *CAPPS FY20 HR Payroll Agency Deployment Project Dashboard 07/28/20* document was reviewed.
- The project is green and on track. There are ten deploying agencies.
- The Code Move date was on July 6, 2020. The implementation date was on July 13, 2020. This project is now at 96% competition as we transition to production support.
- Key items in the next 30 days:
  o Finalizing Cutover activities.
  o Continue Migration Validation activities.
  o Continue to transition to production activities.

VI. Discussion Topic: Payroll Checklist (HR/Payroll Support Team)

- The *HCM PY CAPPS Desk Aid – Payroll Checklist* was reviewed.
- Using the current worksheet, CAPPS placed the same options and added instructions on CAPPS for the Payroll Checklists. CAPPS added an option to export into Excel.

VII. Discussion Topic: BOBJ Update (BOBJ Team)

- CAPPS is upgrading Business Objects from 4.1 to 4.2.
- The Non-Production Business Objects (BOBJ) QA (test) environment outage began on Friday, July 24 at 5:00 p.m. and became available Thursday, July 30 at 9:00 a.m.
- The Production environment outage will begin on Friday, August 28 at 5:00 p.m. through Wednesday, September 02 at 7:00 a.m. It is recommended to run all reports before August 28.

VIII. Discussion Topic: Fiscal Year End Continuation (HR/Payroll Support Team)

- The *FYE Checklist* was reviewed.
- For the dates that we reviewed for this topic CAPPS has provided a few resources:
  o The FYE Checklist
  o This FMX link for the FPP T.003 for CAPPS HR/Payroll Fiscal Year-End Processing Instructions.
  o This FMX link for the Fiscal Year End PDF from last month's User Group meeting.
- CAPPS will also be sending emails and reminder emails with upcoming activity and dates.
- A few agencies processed annual-to-sick leave early. In order to get that data removed you will need to submit a SR. CAPPS asks that agencies do not run the process until your agency is ready.
- Last year an update was made to allow for AdHoc funding, but the functionality was later removed due to SPRS errors. Agencies wanted to know if that functionality was coming back. CAPPS stated that we are waiting for SPRS OOB enhancement gets deployed and then turn on AdHoc Funding. The expected date of deployment for the SPRS OOB work unit is August 27.
- Notify your employees of the deadline by which they must enter all annual leave entries with dates prior to 9/1/2020.

- Before processing a lump sum payment for an employee whose termination effective date is 9/2/2020 or later, agencies must evaluate annual leave balances to determine if a manual conversion is necessary. This step is not applicable if the Annual-to-Sick Leave Conversion has already been processed.
- Agencies that deployed in CAPPS before fiscal year 2020 can run the Leave Liability report in CAPPS. Agencies that deployed in July 2020 will receive their Leave Liability report information from the CAPPS Help Desk Support staff no later than Friday, September 11, 2020 via their FYE ASP ticket. Starting in 2021 agencies that deployed in July 2020 will be able to run the Leave Liability report in CAPPS.
- CAPPS asks agencies to ensure all Sick Leave Pool Activity is up to date and to run the Sick Leave Pool (SLP) FY Process to update the balances for the fiscal year. The process must be re-run any time retroactive prior FY SLP actions are entered in Time and Labor.
- Emergency leave reporting for fiscal 2020 is due October 1, 2020. On September 26, 2020, we will load leave data to the Emergency Leave Reporting web application.
- Agencies will need to run the TX_TL_SB73_EMERGENCY_LEAVE_RPT query before September 26 and the emergency leave data upload to ensure you can certify by the October 1 deadline.
- For agencies that deployed in July 2020, emergency leave data recorded in USPS or provided during deployment was converted to CAPPS and will be included in the CAPPS query.
- Agencies will need to complete the military rollover process after the federal fiscal year ends. Ensure all military leave has been entered before running the rollover process in October or November 2020.
- If your agency is planning to make mass Position Data changes effective September 1, 2020 contact the CAPPS help desk and CAPPS Production Support staff will provide a template for your agency's use. For agencies with many changes to position data information (100 changes or more) for fiscal 2021, the CAPPS team will load your fiscal 2021 mass reorg spreadsheet during the outage window that begins Aug. 31, 2020.
- A test spreadsheet must be attached to the ASP ticket no later than August 7, 2020. The CAPPS Production Support staff will complete a test load and provide results to agencies for validation.
- The final spreadsheet must be attached to the ASP ticket no later than August 21, 2020. The CAPPS Production Support staff will attach final results to the applicable ASP ticket for agencies to validate.
- For agencies with a large number of changes to budget information (100 changes or more) for fiscal 2021, the CAPPS team will load your fiscal 2021 budget via spreadsheet during the outage window that begins August 31, 2020.
- A test spreadsheet must be attached to the ASP ticket no later than August 21, 2020. The CAPPS Production Support staff will complete a test budget load and provide results to agencies for validation.
- The final spreadsheet must be attached to the ASP ticket no later than August 31, 2020. The CAPPS Production Support staff will attach query results of the final fiscal 2021 budgets to the applicable ASP ticket for agencies to validate.
- Agencies must enter all position changes effective before September 1, 2020, and job data actions effective on or before August 31, 2020 (including any terminations effective September 1, 2020), and make any corrections before 5 p.m. on August 31, 2020. If any active positions will be inactive beginning September 1, agencies must inactivate them before 5 p.m. on August 31, 2020.

- Review employees on Disciplinary Reduction and Temporary Assignment. If the employees will be restored from Disciplinary Reduction or returned from Temporary Assignment with an effective date before September 1, 2020, agencies must enter the appropriate action. Restore from Disciplinary Reduction or Return from Temporary Assignment before 5 p.m. on August 31, 2020.

IX.   **Discussion Topic: PDF Earning Statement Update (Saundra Farley)**
- A Level 1 communication was made for an issue with the PDF Earning Statement and the functionality was turned off. CAPPS has sent out another email stating we had identified a solution. The CAPPS HR/Payroll team can run this for your agency.
- Please open a ticket to request this, be sure to specify if this is for the entire agency or for individuals.
- SR 21035 is a reference you can use for the PDF Earnings Statement process.

X.   **Discussion Topic: Second Quarter 941 Reporting Regarding FFCRA (Saundra Farley)**
- We are updating the 941 processes to include the FFCRA earn codes. CAPPS will provide the spreadsheet by leave type.
- The CAPPS HR/Payroll team will open a SR for each agency, this will include a Desk Aid and additional information for reporting.
- The SR 21664 is a reference you can use for the 941 Reporting.
- The HR/Payroll team has the spreadsheets ready so those should be available as of today.

XI.   **Discussion Topic: Time Needing Approval Status Report (Myra Spears)**
- The ***Using NavBar to Access the Time Needs Approval Status Report*** was reviewed.

XII.   **Upcoming Meetings**
- Tuesday, August 25, 2020
- Tuesday, September 22, 2020